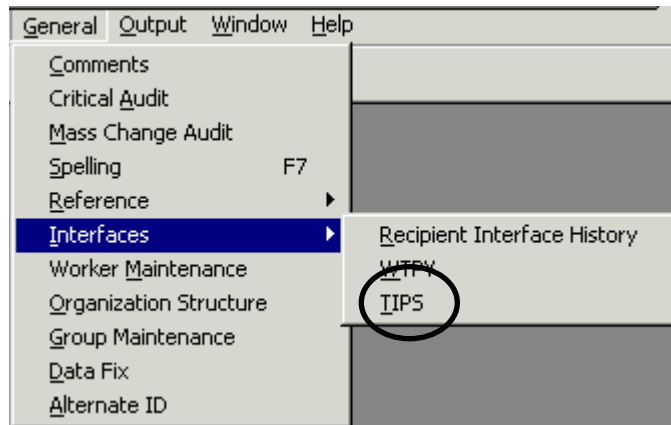


Technical Interface Process System (TIPS)

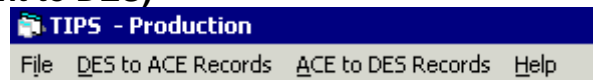
A. Introduction

TIPS is a program that allows data to interface between KidsCare (ACE) and DES (AZTECS). TIPS has two functions, sending records from ACE to DES and receiving records from DES. To locate “**TIPS**”, click on “**General**” on the main menu. Locate and click on “**Interfaces**” on the drop down menu, then click on “**TIPS**”.



This will bring up TIPS. TIPS has two windows that are described in this chapter:

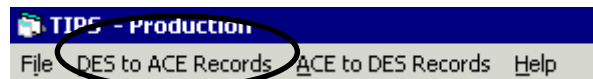
- **DES to ACE Records (TIPS Summary Screen)**
- **ACE to DES Records (TIPS Summary Screen – Records sent to DES)**



B. DES to ACE Records Window

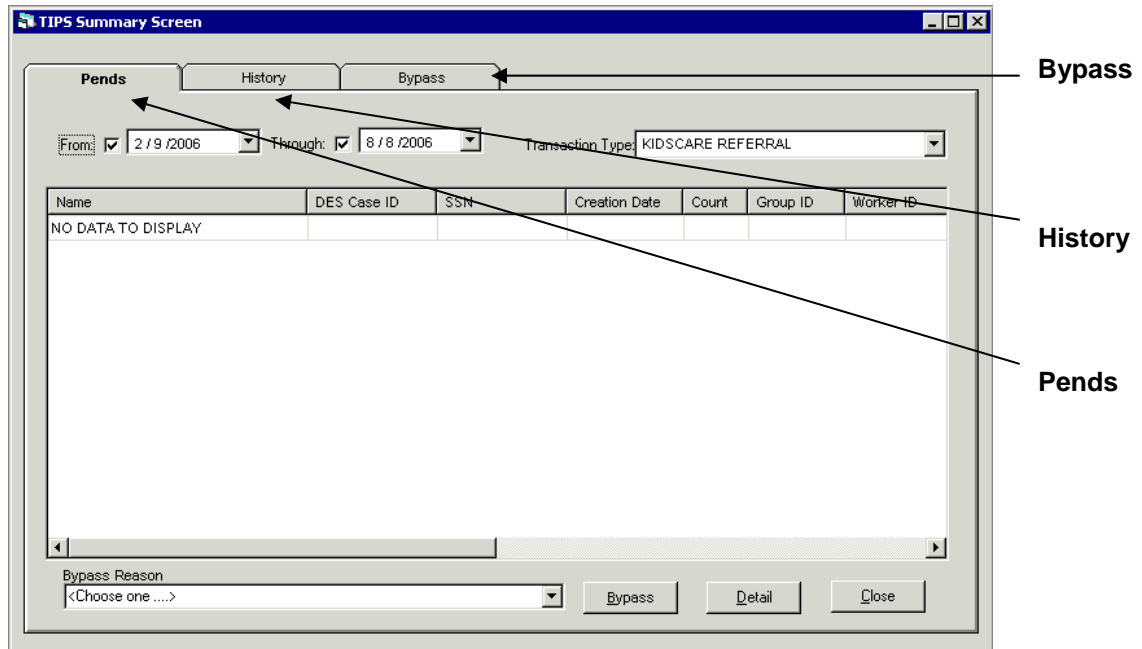
1. Introduction

The customer's information is automatically transferred to ACE when DES discontinues a case for being over income. Locate and click on “**DES to ACE Records**” to get to the “**TIPS Summary Screen**” window.



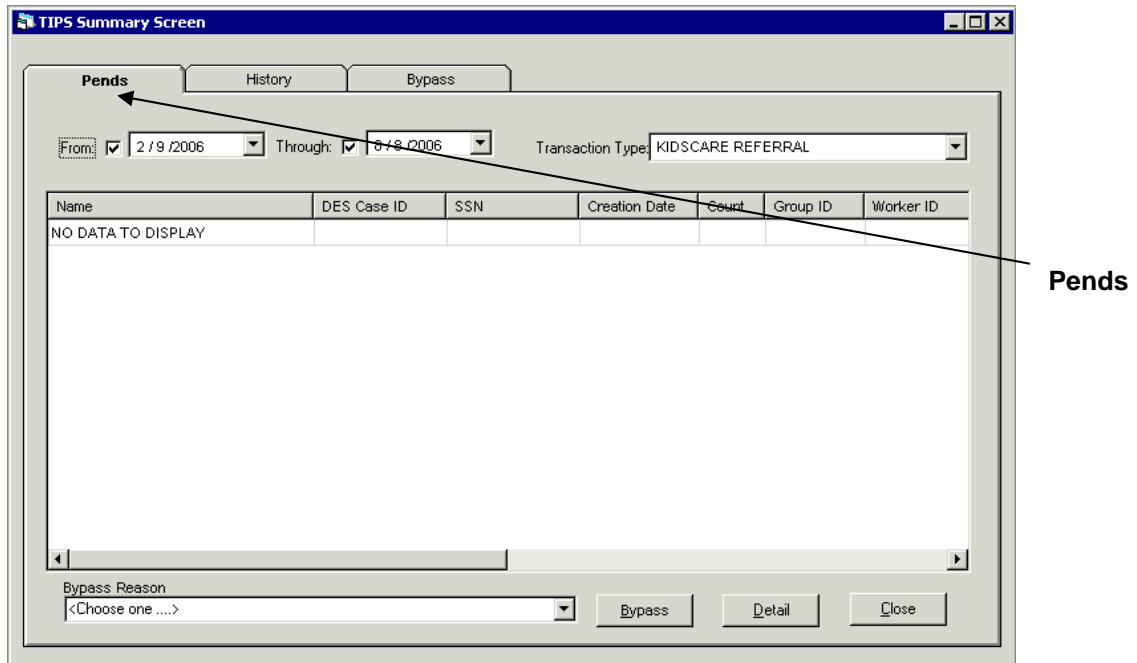
This window has three tabs:

- **Pends**
- **History**
- **Bypass**



2. Pends

If the case that came from DES partially matched a case in ACE, the case will go to the “**Pends**” tab.



The “**Pends**” tab contains the following:

- **From/Through** Allows you to select a date range to look at the records.
- **Transaction** Displays the type of transaction. Either “**ALL**

Type

TRANSACTIONS”, “KIDSCARE REFERRAL”, “KC PARENT REFERRAL”, “SOBRA/HIFA PARENT (handled by automation staff)”

- **Pends Summary Grid** Displays a summary of information regarding the primary informant in TIPS.
- **Bypass Reason** A drop down list of reasons a case can be bypassed in TIPS.

The screenshot shows the 'TIPS Summary Screen' window. It has three tabs: 'Pends', 'History', and 'Bypass'. The 'Pends' tab is active. Inside the 'Pends' tab, there are two date pickers: 'From: 2 / 9 /2006' and 'Through: 8 / 8 /2006', which are circled and labeled 'From/Through'. To the right of these is a 'Transaction Type' dropdown menu set to 'KIDSCARE REFERRAL', labeled 'Transaction Type'. Below these is a large grid area labeled 'Pends Summary Grid' which currently shows 'NO DATA TO DISPLAY'. At the bottom of the screen is a 'Bypass Reason' dropdown menu with the text '<Choose one ...>', labeled 'Bypass Reason'. To the right of this menu are three buttons: 'Bypass', 'Detail', and 'Close'.

The “**Pends Summary**” grid contains the following fields:

- **Name** Displays the customer’s name.
- **DES Case ID** Displays the DES Case ID.
- **SSN** Displays the customer’s SSN.
- **Creation Date** Displays the date the case was created in TIPS.
- **Count** Displays number of people in the household.
- **Group ID** Displays the Group ID for the case.
- **Worker ID** Displays the Worker ID.

- **Reason** Displays the reason the case is on the “Pends” tab.

TIPS Summary Screen

From: ☒ 2 / 9 / 2006 Through: ☒ 8 / 8 / 2006 Transaction Type: KIDSCARE REFERRAL

Name	DES Case ID	SSN	Creation Date	Count	Group ID	Worker ID
NO DATA TO DISPLAY						

Bypass Reason: <Choose one> [Bypass] [Detail] [Close]

Labels on the right pointing to the table columns:

- Group ID
- Worker ID
- Count
- Creation Date
- SSN
- DES Case ID
- Name

There are also three buttons located on the “Pends” tab:

- **Bypass** Once a bypass reason is selected, the case is moved to the “Bypass” tab.
- **Detail** Shows detailed information regarding the case. Displays the “TIPS Group Detail” window.
- **Close** Closes the window.

TIPS Summary Screen

Pends | History | Bypass

From: ☒ 2/9/2006 Through: ☒ 8/8/2006 Transaction Type: KIDSCARE REFERRAL

Name	DES Case ID	SSN	Creation Date	Count	Group ID	Worker ID
NO DATA TO DISPLAY						

Bypass Reason: <Choose one>

The case has gone to the **“Pends”** tab because it has a partial match with a case that currently exists in ACE. Research the case in ACE to determine if it either matches an existing case or it needs to have a new case. Once you have determined if the case matches the case in ACE, click on the record you wish to view in detail and then click on the **“Detail”** button brings up **“TIPS Group Detail”** window.

TIPS Group Detail

Primary Informant: HENRY, UNBORN A Case Status: PENDING Case ID: 00409213

Group Members

Group ID	Name	Person Number	KCN
G10188755	HENRY, ANNA	100268720	
	HENRY, UNBORN A		
	HENRY, UNBORNB		
	HENRY, WENDAYNE		
G10188755	HENRY, WENDELL	100268723	
G10188755	HENRY, WESHANE	100268725	
	HENRY, WYNONNA		
	HENRY JR, WAYNE		

Member Role(s)

OTHER

Member Relationship(s)

Type	Of
CHILD	HENRY, ANNA
CHILD	HENRY JR, WAYNE

Group ID Update: Person ID Update: KCN Update:

The **“TIPS Group Detail”** window contains the following information:

- **Primary** Displays the name of the Primary Informant.

Informant

- **Case Status** Displays the status of the case in TIPS.
- **Case ID** Displays the DES Client ID.
- **Group Members Grid** Displays the Group ID, Name, Person Number and Referral Action of all household members.
- **Member Role(s) Grid** Displays the role the individual plays in the group.
- **Member Relationship(s) Grid** Displays the relationship of the highlighted individual to the rest of the group.

The screenshot shows the 'TIPS Group Detail' window. Annotations on the right side point to specific elements:

- Case Status**: Points to the 'Case Status' field showing 'PENDING'.
- Case ID**: Points to the 'Case ID' field showing '00409213'.
- Member Role(s)**: Points to the 'Member Role(s)' field showing 'OTHER'.
- Member Relationship(s)**: Points to the 'Member Relationship(s)' grid, which shows a table with 'Type' and 'Of' columns. The 'Of' column contains 'HENRY, ANNA' and 'HENRY JR, WAYNE'.
- Group Members**: Points to the 'Group Members' grid, which shows a table with 'Group ID', 'Name', 'Person Number', and 'KCN' columns. The 'Name' column contains 'HENRY, ANNA', 'HENRY, UNBORNA', 'HENRY, UNBORNB', 'HENRY, WENDAYNE', 'HENRY, WENDELL', 'HENRY, WESHANE', 'HENRY, WAYNONNA', and 'HENRY JR, WAYNE'.

At the bottom of the window, there are three update buttons: 'Group ID Update', 'Person ID Update', and 'KCN Update'. There are also buttons for 'Add To ACE', 'Detail', and 'Close'.

There are three different numbers that you can update after researching ACE.

- **Group ID Update** Update with the Group ID in ACE, if the customer is known. This only needs to be done once for the entire group.
- **Person ID Update** Update with the Person ID in ACE, if the customer is known.
- **KCN Update** Update with the KEDS ID in Recipient, if the customer is known.

TIPS Group Detail

Primary Informant: Case Status:
Case ID:

Group Members

Group ID	Name	Person Number	KCN
G10188755	HENRY , ANNA	100268720	
	HENRY , UNBORNA		
	HENRY , UNBORNB		
	HENRY , WENDAYNE		
G10188755	HENRY , WENDELL	100268723	
G10188755	HENRY , WESHANE	100268725	
	HENRY , WYNNONNA		
	HENRY JR , WAYNE		

Member Role(s)

OTHER

Member Relationship(s)

Type	Of
CHILD	HENRY , ANNA
CHILD	HENRY JR , WAYNE

Group ID Update Person ID Update KCN Update

There are three buttons at the bottom of the “Pends” tab.

- **Add to ACE** Adds the case to ACE with the identification numbers entered from ACE. Be sure that you have thoroughly researched ACE before pressing the “**Add to ACE**” button. You need to click the “**Add to ACE**” button for each household member. Once added, the case will move to the “**History**” tab.
- **Detail** Shows detailed information regarding the individual. Displays the “**TIPS Person Detail**” window.
- **Close** Closes the window.

The screenshot shows the "TIPS Group Detail" window. It features a "Primary Informant" field with the value "HENRY, UNBORNA". To the right, "Case Status" is "PENDING" and "Case ID" is "00409213". A "Group Members" table lists several individuals, with "HENRY, UNBORNA" highlighted. To the right of the table are sections for "Member Role(s)" (containing "OTHER") and "Member Relationship(s)" (containing two entries: "CHILD" for "HENRY, ANNA" and "CHILD" for "HENRY JR., WAYNE"). At the bottom, there are "Group ID Update", "Person ID Update", and "KCN Update" buttons. Three arrows point to buttons at the bottom right: "Add To ACE", "Detail", and "Close".

Group ID	Name	Person Number	KCN
G10188755	HENRY, ANNA	100268720	
	HENRY, UNBORNA		
	HENRY, UNBORNB		
	HENRY, WENDAYNE		
G10188755	HENRY, WENDELL	100268723	
G10188755	HENRY, WESHANE	100268725	
	HENRY, WYNONNA		
	HENRY JR., WAYNE		

The “TIPS Person Detail” window allows you to view personal information for individuals being interfaced from DES.

The screenshot shows the "TIPS Person Detail" window. It contains various fields for personal information. At the top, "AHCCCS ID", "Person ID" (100268720), and "DES Client ID" (0000227349) are displayed. The "Name" section includes "Last" (HENRY), "First" (ANNA), and "M.I.". The "SSN" is 527437927, "DOB" is 4/25/1968, "Ethnicity" is NOT HISPANIC OR LATINO, "Race" is AMERICAN INDIAN OR ALASKAN, "Marital status" is MARRIED, and "Gender" is FEMALE. The "Residence" section includes "Street 1" (10 MILE S/W OF ROCK POINT), "Street 2" (SCHOOL), "City" (ROCK POINT), "County" (APACHE), "State" (AZ), and "Zip" (86545). The "Mailing" section includes "Street 1" (PO BOX 40), "Street 2", "City" (ROCK POINT), "State" (AZ), and "Zip" (86545). The "AHCCCS Eligibility" section includes "Program Applied For", "Application Type" (INITIAL APPLICATION), "Transaction Type", "Date Applied" (6/23/2006), and "Person Status". At the bottom are "Prior", "Next", and "Cancel" buttons.

The “TIPS Person Detail” window contains many fields.

- **AHCCCS ID** Displays the AHCCCS ID of the customer.
- **Person ID** Displays the Person ID of the customer.

- **DES Client ID** Displays the DES Client ID of the customer.
- **Name Grid** Displays the name of the customer.
- **SSN** Displays the Social Security Number of the customer.
- **Ethnicity** Displays the ethnicity of the customer.
- **Marital Status** Displays the marital status of the customer.
- **DOB** Displays the date of birth of the customer.
- **Race** Displays the race of the customer.
- **Gender** Displays the gender of the customer.

The screenshot shows the 'TIPS Person Detail' window. It contains several sections with form fields. Labels on the right side of the image point to specific fields in the form:

- DES Client ID** points to the 'DES Client ID' field (value: 0000227349).
- Person ID** points to the 'Person ID' field (value: 100268720).
- AHCCCS ID** points to the 'AHCCCS ID' field (value: 527437927).
- Marital Status** points to the 'Marital status' dropdown (value: MARRIED).
- Gender** points to the 'Gender' dropdown (value: FEMALE).
- Ethnicity** points to the 'Ethnicity' dropdown (value: NOT HISPANIC OR LATINO).
- Race** points to the 'Race' dropdown (value: AMERICAN INDIAN OR ALASKAN).
- SSN** points to the 'SSN' field (value: 527437927).
- DOB** points to the 'DOB' field (value: 4/25/1968).

The form also includes sections for 'Name' (Last: HENRY, First: ANNA, M.I.), 'Residence' (Street 1: 10 MILE S/W OF ROCK POINT, Street 2: SCHOOL, City: ROCK POINT, County: APACHE, State: AZ, Zip: 86545), 'Mailing' (Street 1: PO BOX 40, City: ROCK POINT, State: AZ, Zip: 86545), and 'AHCCCS Eligibility' (Program Applied For, Application Type: INITIAL APPLICATION, Date Applied: 6/23/2006, Person Status, Transaction Type). Navigation buttons 'Prior', 'Next', and 'Cancel' are at the bottom.

- **Residence Grid** Displays the residential address of the customer.
- **Mailing Grid** Displays the mailing address of the customer.
- **AHCCCS** Lists information about the eligibility of the

Eligibility Grid customer.

The screenshot shows the 'TIPS Person Detail' window. It contains several input fields for personal and identification information. Brackets on the right side of the form group fields into three categories: 'Residence' (Street 1, Street 2, City, County, State, Zip, Res. Phone), 'Mailing' (Street 1, Street 2, City, State, Zip), and 'AHCCCS Eligibility' (Program Applied For, Application Type, Transaction Type, Date Applied, Person Status). The form also includes fields for AHCCCS ID, Person ID, and DES Client ID at the top.

Section	Field	Value
Residence	Street 1	10 MILE S/W OF ROCK POINT
	Street 2	SCHOOL
	City	ROCK POINT
	County	APACHE
	State	AZ
	Zip	86545
	Res. Phone	
Mailing	Street 1	PO BOX 40
	Street 2	
	City	ROCK POINT
	State	AZ
AHCCCS Eligibility	Program Applied For	
	Application Type	INITIAL APPLICATION
	Transaction Type	
	Date Applied	6/23/2006
	Person Status	

The “AHCCCS Eligibility” grid contains the following fields.

- Program Applied For** Lists the program that the customer is applying for.
- Application Type** Lists the application type.
- Transaction Type** List the type of referral sent from DES.
- Date Applied** List the application date sent from DES.
- Person Status** List the status of the individual sent from DES.

The screenshot shows the 'TIP5 Person Detail' window. It contains several sections for data entry:

- Header:** AHCCCS ID, Person ID (100268720), and DES Client ID (0000227349).
- Name:** Last (HENRY), First (ANNA), M.I. (empty).
- Personal Info:** SSN (527437927), Ethnicity (NOT HISPANIC OR LATINO), Marital status (MARRIED), DOB (4/25/1968), Race (AMERICAN INDIAN OR ALASKAN), Gender (FEMALE).
- Residence:** Street 1 (10 MILE S/W OF ROCK POINT), Street 2 (SCHOOL), City (ROCK POINT), County (APACHE), State (AZ), Zip (86545), Res. Phone (empty).
- Mailing:** Street 1 (PO BOX 40), Street 2 (empty), City (ROCK POINT), State (AZ), Zip (86545).
- AHCCCS Eligibility:** Program Applied For (empty), Date Applied (6/23/2006), Application Type (INITIAL APPLICATION), Person Status (empty), Transaction Type (empty).
- Buttons:** Prior, Next, Cancel at the bottom.

 Annotations on the right side point to specific fields:

- Program Applied For:** Points to the 'Program Applied For' field.
- Application Type:** Points to the 'Application Type' field.
- Date Applied:** Points to the 'Date Applied' field.
- Person Status:** Points to the 'Person Status' field.
- Transaction Type:** Points to the 'Transaction Type' field.

The “TIPS Person Detail” has three buttons at the bottom.

- **Prior** Goes to the previous customer.
- **Next** Goes to the next customer.
- **Cancel** Closes the window.

The screenshot shows the 'TIPS Person Detail' window. It contains several sections for data entry:

- Header:** AHCCCS ID, Person ID (100268720), and DES Client ID (0000227349).
- Name:** Last (HENRY), First (ANNA), M.I. (empty).
- Personal Info:** SSN (527437927), Ethnicity (NOT HISPANIC OR LATINO), Marital status (MARRIED), DOB (4/25/1968), Race (AMERICAN INDIAN OR ALASKAN), Gender (FEMALE).
- Residence:** Street 1 (10 MILE S/W OF ROCK POINT), Street 2 (SCHOOL), City (ROCK POINT), County (APACHE), State (AZ), Zip (86545), Res. Phone (empty).
- Mailing:** Street 1 (PO BOX 40), Street 2 (empty), City (ROCK POINT), State (AZ), Zip (86545).
- AHCCCS Eligibility:** Program Applied For (empty), Date Applied (6/23/2006), Application Type (INITIAL APPLICATION), Person Status (empty), Transaction Type (empty).
- Navigation:** Prior, Next, and Cancel buttons at the bottom right.

Annotations on the right side of the form point to the navigation buttons:

- Prior:** Points to the 'Prior' button.
- Next:** Points to the 'Next' button.
- Cancel:** Points to the 'Cancel' button.

3. History

Once the case has been added to ACE, the record is displayed on the “**History**” tab. The “**History**” tab contains the following:

- **From/Through** Allows you to select a date range to look at the records.
- **Transaction Type** Displays a summary of information regarding the case in TIPS.
- **History Summary Grid** Displays a summary of information regarding the case in TIPS.

TIPS Summary Screen

Pends **History** Bypass

From: ☒ 2/9/2006 Through: ☒ 8/8/2006 Transaction Type: KIDSCARE REFERRAL

Name	DES Case ID	SSN	Creation Date	Count	Group ID	Worker ID
NO DATA TO DISPLAY						

Detail Close

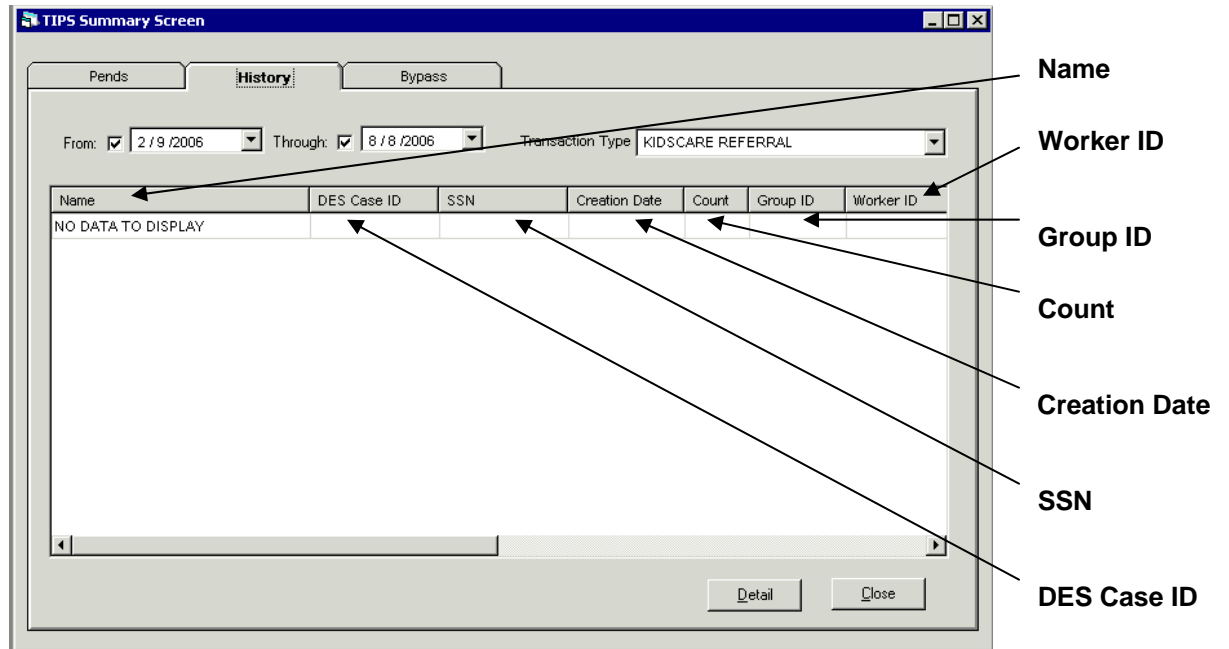
From/Through

Transaction Type

History Summary

The “**History Summary**” grid contains the following fields:

- **Name** Displays the customer’s name.
- **DES Case ID** Displays the DES Case ID.
- **SSN** Displays the customer’s SSN.
- **Creation Date** Displays the date the case was created in TIPS.
- **Count** Displays number of people in the household.
- **Group ID** Displays the Group ID for the case.
- **Worker ID** Displays the Worker ID of the worker who added the case to ACE.

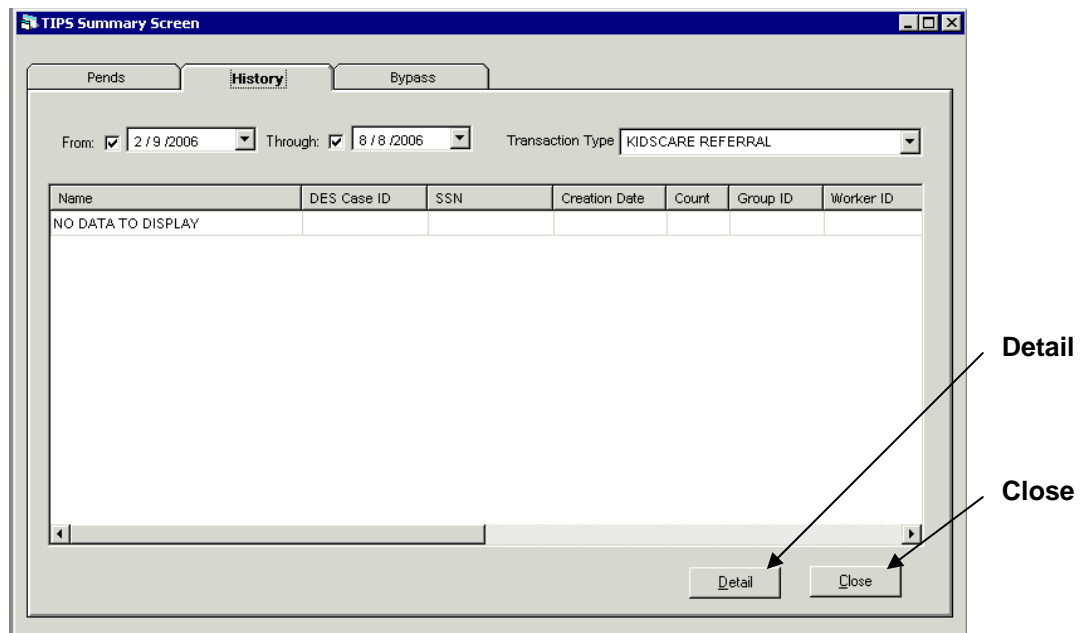


There are two buttons on the “**History**” tab.

- Detail**

Shows detailed information regarding the individual. Displays the “**TIPS Person Detail**” window. See the information regarding the “**TIPS Person Detail**” window under the “**Pends Tab**” section of this chapter.
- Close**

Closes the window.



4. Bypass

If any person in the case has higher eligibility or has bad debt when the case is interfaced through TIPS, the record is displayed on the “Bypass” tab. The “Bypass” tab contains the following:

- **From/Through** Allows you to select a date range to look at the records.
- **Transaction Type** Displays a summary of information regarding the case in TIPS.
- **Bypass Summary Grid** Displays a summary of information regarding the case in TIPS.

The screenshot shows the 'TIPS Summary Screen' with the 'Bypass' tab selected. The 'From/Through' date range is set to 2/9/2006 through 8/8/2006. The 'Transaction Type' is set to KIDSCARE REFERRAL. The 'Bypass Summary' grid is empty, showing 'NO DATA TO DISPLAY'. The grid has columns for Name, DES Case ID, SSN, Creation Date, Count, Group ID, and Worker ID. At the bottom, there are buttons for 'Revert To Pend', 'Detail', and 'Close'.

The “Bypass Summary” grid contains the following fields:

- **Name** Displays the customer’s name.
- **DES Case ID** Displays the DES Case ID.
- **SSN** Displays the customer’s SSN.
- **Creation Date** Displays the date the case was created in TIPS.
- **Count** Displays number of people in the household.
- **Group ID** Displays the Group ID for the case.

- **Worker ID** Displays the Worker ID.
- **Reason** Displays the reason the case is on the “**Bypass**” tab.

TIPS Summary Screen

From: ☒ 2 / 9 /2006 Through: ☒ 8 / 8 /2006 Transaction Type: KIDSCARE REFERRAL

Name	DES Case ID	SSN	Creation Date	Count	Group ID	Worker ID
NO DATA TO DISPLAY						

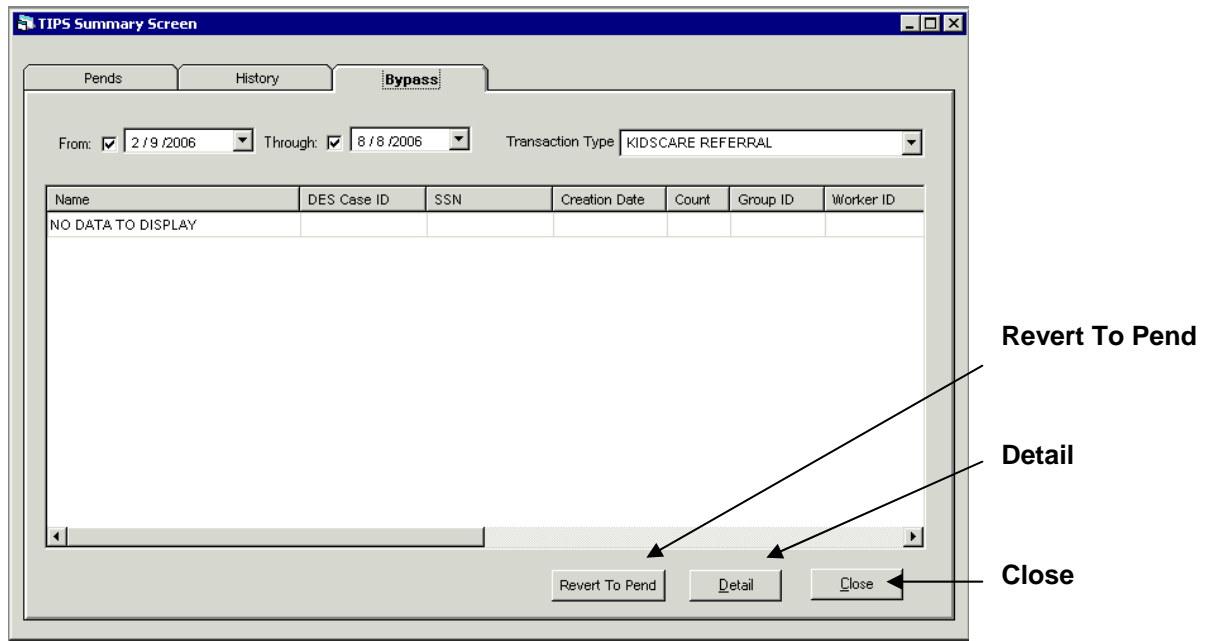
Revert To Pend Detail Close

Labels on the right with arrows pointing to the table headers:

- Name
- Group ID
- Worker ID
- Count
- Creation Date
- SSN
- DES Case ID

There are three buttons on the “**Bypass**” tab.

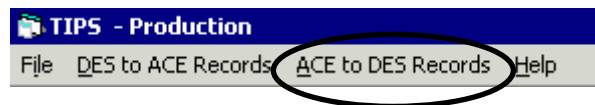
- **Revert to Pend** Moves the case from the “**Bypass**” tab to the “**Pends**” tab.
- **Detail** Shows detailed information regarding the individual. Displays the “**TIPS Person Detail**” window. See the information regarding the “**TIPS Person Detail**” window under the “**Pends Tab**” section of this chapter.
- **Close** Closes the window.



C. ACE to DES Records Window

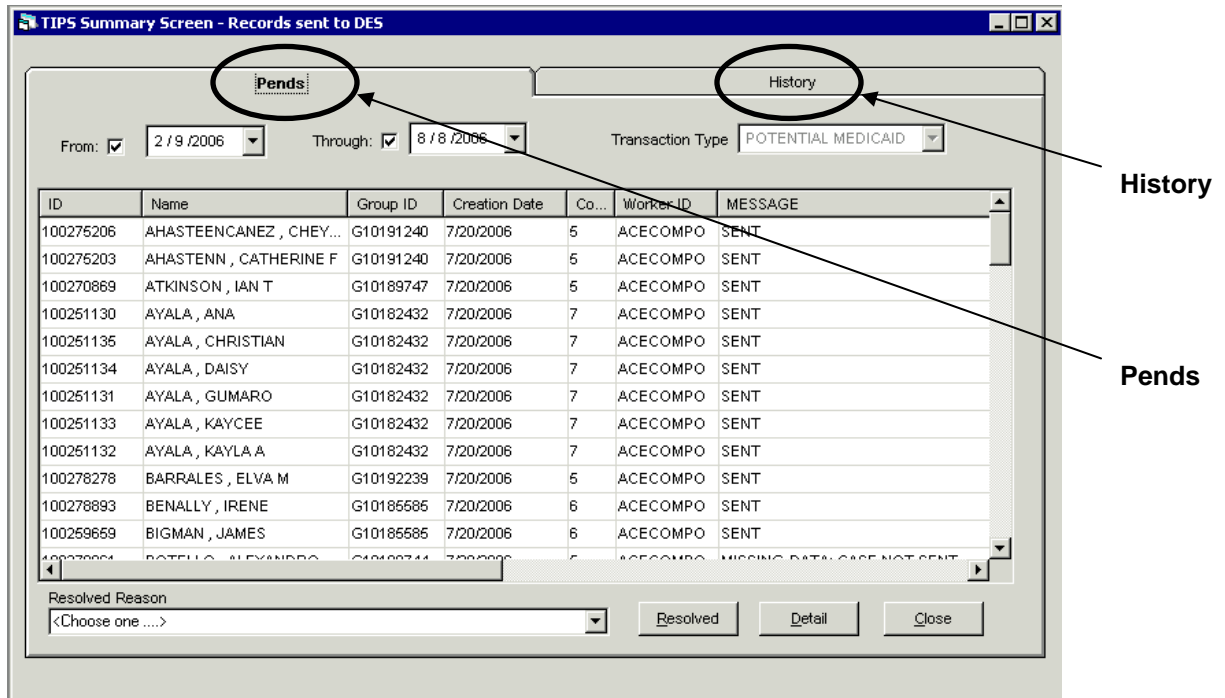
1. Introduction

When ACE screens either a parent or a child as potentially Medicaid eligible and the case is dispositioned, the case is sent to TIPS. The customer's information is automatically transferred to AZTECS the night the case was dispositioned. Locate and click on **"ACE to DES Records"** to get to the **"TIPS Summary Screen – Records sent to DES"** window.



This window has two tabs:

- **Pends**
- **History**



2. Pends

When a case is automatically interfaced over to DES, a record is displayed on the **"Pends"** tab. The **"Pends"** tab contains the following:

- **From/Through** Allows you to select a date range to look at the records.
- **Transaction Type** Displays the type of transaction. Either **"POTENTIAL MEDICAID"** or **"SOBRA/HIFA PARENT"**.
- **Pends Summary Grid** Displays a summary of information regarding the case in TIPS.
- **Resolved Reason** A drop down list of reasons a referral can be resolved.

TIPS Summary Screen - Records sent to DES

Pends | History

From: ☒ 2/9/2006 Through: ☒ 8/8/2006 Transaction Type: POTENTIAL MEDICAID

ID	Name	Group ID	Creation Date	Co...	Worker ID	MESSAGE
100275206	AHASTEENCANEZ, CHEY...	G10191240	7/20/2006	5	ACECOMPO	SENT
100275203	AHASTENN, CATHERINE F	G10191240	7/20/2006	5	ACECOMPO	SENT
100270869	ATKINSON, IAN T	G10189747	7/20/2006	5	ACECOMPO	SENT
100251130	AYALA, ANA	G10182432	7/20/2006	7	ACECOMPO	SENT
100251135	AYALA, CHRISTIAN	G10182432	7/20/2006	7	ACECOMPO	SENT
100251134	AYALA, DAISY	G10182432	7/20/2006	7	ACECOMPO	SENT
100251131	AYALA, GUMARO	G10182432	7/20/2006	7	ACECOMPO	SENT
100251133	AYALA, KAYCEE	G10182432	7/20/2006	7	ACECOMPO	SENT
100251132	AYALA, KAYLA A	G10182432	7/20/2006	7	ACECOMPO	SENT
100278278	BARRALES, ELVA M	G10192239	7/20/2006	5	ACECOMPO	SENT
100278893	BENALLY, IRENE	G10185585	7/20/2006	6	ACECOMPO	SENT
100259659	BIGMAN, JAMES	G10185585	7/20/2006	6	ACECOMPO	SENT
100270004

Resolved Reason: <Choose one> Resolved Detail Close

The “**Pends Summary**” grid contains the following fields:

- **ID** Displays the Medicaid Eligible Applicant’s Person ID.
- **Name** Displays the Medicaid Eligible Applicant’s Name.
- **Group ID** Displays the Group ID.
- **Creation Date** Displays the date the record was created in TIPS.
- **Count** Displays the number of people in the household.
- **Worker ID** Displays the ID “ACECOMPO”.
- **Message** Displays if an action has been taken.

TIPS Summary Screen - Records sent to DES

From: ☒ 2/9/2006 Through: ☒ 8/8/2006 Transaction Type: POTENTIAL MEDICAID

ID	Name	Group ID	Creation Date	Co...	Worker ID	MESSAGE
100275206	AHASTEEN SANEZ, CHEY...	G1018240	7/20/2006	5	ACECOMPO	SENT
100275203	AHASTENN, CATHERINE F	G10191240	7/20/2006	5	ACECOMPO	SENT
100270869	ATKINSON, IAN T	G10189747	7/20/2006	5	ACECOMPO	SENT
100251130	AYALA, ANA	G10182432	7/20/2006	7	ACECOMPO	SENT
100251135	AYALA, CHRISTIAN	G10182432	7/20/2006	7	ACECOMPO	SENT
100251134	AYALA, DAISY	G10182432	7/20/2006	7	ACECOMPO	SENT
100251131	AYALA, GUMARO	G10182432	7/20/2006	7	ACECOMPO	SENT
100251133	AYALA, KAYCEE	G10182432	7/20/2006	7	ACECOMPO	SENT
100251132	AYALA, KAYLA A	G10182432	7/20/2006	7	ACECOMPO	SENT
100278278	BARRALES, ELVA M	G10192239	7/20/2006	5	ACECOMPO	SENT
100278893	BENALLY, IRENE	G10185585	7/20/2006	6	ACECOMPO	SENT
100259659	BIGMAN, JAMES	G10185585	7/20/2006	6	ACECOMPO	SENT
100270004	BOTELLO, ALEXANDRO	G10182432	7/20/2006	5	ACECOMPO	MISSING DATA CASE NOT SENT

Resolved Reason: <Choose one ...>

Resolved Detail Close

There are also three buttons located on the “**Pends**” tab:

- **Resolved** Once a resolved reason is selected, the case is moved to the history tab.
- **Detail** Shows detailed information regarding the case. Displays the “**TIPS Case Detail**” window.
- **Close** Closes the window.

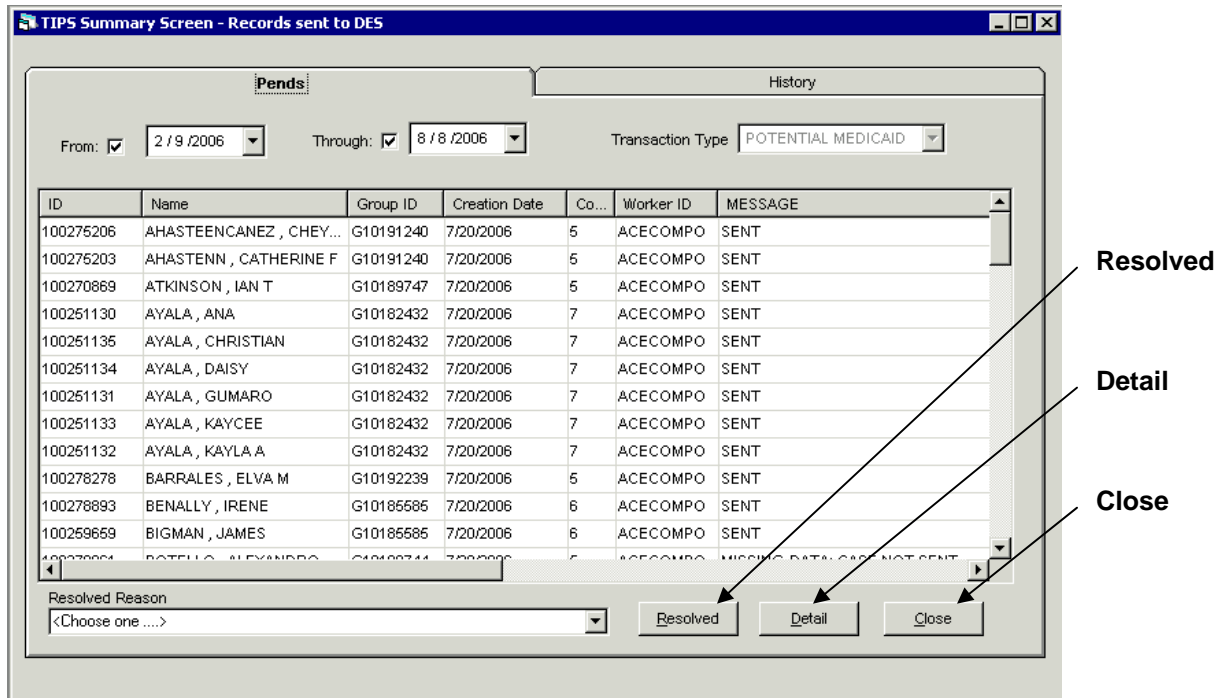
Once DES has made a determination, action may or may not be needed in TIPS depending on the action taken. If the case was approved in AZTECS, TIPS will automatically resolve the referral and move the case to the “**History**” tab, no further action is required. If DES denied the application, select the appropriate reason from the “**Resolved Reason**” drop down menu and then click the “**Resolved**” button. Once resolved, the case will move to the “**History**” tab.

Resolved Reason: <Choose one ...>

AZ RESIDENCY NOT ESTABLISHED
CITIZENSHIP REQUIREMENT NOT MET
CREDITABLE COVERAGE
CURRENTLY RECEIVING ALTCS
CURRENTLY RECEIVING ASSIST.
CURRENTLY RECEIVING SSI
DEATH

Resolved Detail Close

Clicking on the “**Detail**” button brings up “**TIPS Case Detail**” window.



The “TIPS Case Detail” window contains the following information:

- **Primary Informant** Displays the name of the Primary Informant.
- **Case Status** Displays the status of the case in TIPS.
- **Case ID** Displays the Group ID.
- **Group Members Grid** Displays the Group ID, Name, Person Number and Referral Action of all household members.
- **Member Role(s) Grid** Displays the role the individual plays in the group.
- **Member Relationship(s) Grid** Displays the relationship of the highlighted individual to the rest of the group.

TIPS Case Detail

Primary Informant: AHASTENN, CATHERINE F

Case Status: PENDING

Case ID: G10191240

Group Members

Group ID	Name	Person Number	Referral Action
G10191240	AHASTEENCANEZ, CHEY...	100275206	APPROVED
G10191240	AHASTEENCANEZ, SELA...	100275207	
G10191240	AHASTENN, CATHERINE F	100275203	APPROVED
G10191240	CANEZ, JEFFREY S	100275204	
G10191240	PEREZ, BLAIZE A	100275205	APPROVED

Member Role(s)

APPLICANT

Member Relationship(s)

Type	Of
No Data	

Close

Case Status

Case ID

Primary Informant

Member Role(s)

Member Relationship(s)

Group Members

Click the “**Close**” button to close the “**TIPS Case Detail**” window and return to the “**Pends**” tab.

TIPS Case Detail

Primary Informant: AHASTENN, CATHERINE F

Case Status: PENDING

Case ID: G10191240

Group Members

Group ID	Name	Person Number	Referral Action
G10191240	AHASTEENCANEZ, CHEY...	100275206	APPROVED
G10191240	AHASTEENCANEZ, SELA...	100275207	
G10191240	AHASTENN, CATHERINE F	100275203	APPROVED
G10191240	CANEZ, JEFFREY S	100275204	
G10191240	PEREZ, BLAIZE A	100275205	APPROVED

Member Role(s)

APPLICANT

Member Relationship(s)

Type	Of
No Data	

Close

Close

3. History

Once the referral has been resolved in TIPS, the record is displayed on the “**History**” tab. The “**History**” tab contains the following:

- **From/Through** Allows you to select a date range to look at the records.
- **Transaction Type** Displays the type of transaction. Either “**POTENTIAL MEDICAID**” or “**SOBRA/HIFA PARENT**”.
- **History Summary Grid** Displays a summary of information regarding the case in TIPS.

TIPS Summary Screen - Records sent to DES

History

From: ☒ 2 / 9 /2006 Through: ☒ 8 / 8 /2006 Transaction Type: POTENTIAL MEDICAID

ID	Name	Group ID	Creation Date	Co...	Worker ID	MESSAGE	R
100265967	DELFIN , ARASELI	G10187846	7/20/2006	5	DSRUDNIC	RESOLVED	CL
100265968	DELFIN , VICTOR	G10187846	7/20/2006	5	DSRUDNIC	RESOLVED	CL

Detail Close

Transaction Type

History Summary Grid

From/Through

The “**History Summary**” grid contains the following fields:

- **ID** Displays the Medicaid Eligible Applicant's Person ID.
- **Name** Displays the Medicaid Eligible Applicant's Name.
- **Group ID** Displays the Group ID.
- **Creation Date** Displays the date the record was created in TIPS.
- **Count** Displays the number of people in the household.

- **Worker ID** Displays the ID of the worker who resolved the referral.
- **Message** Displays if an action has been taken.

TIPS Summary Screen - Records sent to DES

Pends History

From: ☒ 2 / 9 /2006 Through: ☒ 8 / 8 /2006 Transaction Type: POTENTIAL MEDICAID

ID	Name	Group ID	Creation Date	Co...	Worker ID	MESSAGE	R
100265967	DELFIN , ARAFELI	G10187845	7/20/2006	5	DSRUDNIC	RESOLVED	CU
100265968	DELFIN , VICTOR	G10187845	7/20/2006	5	DSRUDNIC	RESOLVED	CU

Count
Message
Worker ID
Creation Date
Group ID
Name
ID

Detail Close

- **Resolved Reason** Displays the reason the referral was resolved.
- **Resolved Date** Displays the date the referral was resolved.

TIPS Summary Screen - Records sent to DES

From: ☒ 2 / 10 / 2006 Through: ☒ 8 / 9 / 2006 Transaction Type: POTENTIAL MEDICAID

Creation Date	Co...	Worker ID	MESSAGE	RESOLVED REASON	RESOLVED D...
0/2006	5	DSRUDNIC	RESOLVED	CURRENTLY RECEIVING SSI	7/27/2006
0/2006	5	DSRUDNIC	RESOLVED	CURRENTLY RECEIVING SSI	7/27/2006

Resolved Date

Resolved Reason

Detail Close

There are also two buttons located on the “**History**” tab:

- **Detail** Shows detailed information regarding the case. Displays the “**TIPS Case Detail**” window.
- **Close** Closes the window.

Clicking on the “**Detail**” button brings up “**TIPS Case Detail**” window.

TIPS Summary Screen - Records sent to DES

Pends History

From: ☒ 2 / 9 / 2006 Through: ☒ 8 / 8 / 2006 Transaction Type: POTENTIAL MEDICAID

ID	Name	Group ID	Creation Date	Co...	Worker ID	MESSAGE	R
100265967	DELFIN , ARASELI	G10187845	7/20/2006	5	DSRUDNIC	RESOLVED	CL
100265968	DELFIN , VICTOR	G10187845	7/20/2006	5	DSRUDNIC	RESOLVED	CL

Detail Close

The “TIPS Case Detail” window contains the following information:

- **Primary Informant** Displays the name of the Primary Informant.
- **Case Status** Displays the status of the case in TIPS.
- **Case ID** Displays the Group ID.
- **Group Members Grid** Displays the Group ID, Name, Person Number and Referral Action of all household members.
- **Member Role(s) Grid** Displays the role the individual plays in the group.
- **Member Relationship(s) Grid** Displays the relationship of the highlighted individual to the rest of the group.

TIPS Case Detail

Primary Informant: MONTEON , ADELA

Case Status: COMPLETED

Case ID: G10187845

Group Members

Group ID	Name	Person Number	Referral Action
G10187845	DELFIN , ARASELI	100265967	APPROVED
G10187845	DELFIN , VICTOR	100265968	APPROVED
G10187845	MONTEON , ADELA	100265966	
G10187845	MONTEON , KIMBERLY	100265970	
G10187845	MONTEON , MARIA	100265969	

Member Role(s)

PRIMARY INFORMANT

Member Relationship(s)

Type	Of
MOTHER	DELFIN , ARASELI
MOTHER	DELFIN , VICTOR
MOTHER	MONTEON , MARIA
MOTHER	MONTEON , KIMBERLY

Close

Case Status

Case ID

Member Role(s)

Member Relationships

Primary Informant

Group Members

Click the **“Close”** button to close the **“TIPS Case Detail”** window and return to the **“History”** tab.